

Iowa Department of Public Health  
Division of Environmental Health  
321 E. 12<sup>th</sup> Street  
Lucas State Office Building, 5<sup>th</sup> floor  
Des Moines, IA 50319  
Phone: (515)281-8561

## **Migrant Labor Camp Application for Permit and Compliance Checklist**

*Note: A separate application for permit and completed checklist is required for each camp or portion of camp. Applications shall be made to the department at least sixty (60) days prior to the first date of occupancy. PLEASE PRINT OR TYPE*

Name of Camp Operator: \_\_\_\_\_

Phone Number (include area code): \_\_\_\_\_

Street Address of Camp Operator: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Camp: \_\_\_\_\_

Street Address of Camp: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Maximum number of occupants at this camp:

adult males \_\_\_\_\_ adult females \_\_\_\_\_ children under 18yrs \_\_\_\_\_

Expected number of workers at this camp:

males \_\_\_\_\_ females \_\_\_\_\_

Expected date of occupancy: \_\_\_\_/\_\_\_\_/\_\_\_\_

Expected date of vacancy: \_\_\_\_/\_\_\_\_/\_\_\_\_

Describe the primary job responsibilities of workers residing at this camp:

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Complete the following checklist to certify that the camp is compliant with requirements for migrant labor camps as defined in Iowa Code Chapter 138 and Iowa Administrative Code 641 – Chapter 81.

All questions must be answered by marking the box next to the appropriate response of “yes”, “no”, or “N/A” (not applicable). An answer of “yes” to all applicable questions must be achieved in order for a permit to be issued for the migrant labor camp submitted on this application. The camp will be subject to spot inspections as determined by the Iowa Department of Public Health for verification of compliance with the checklist.

**Access to Camp for Inspection:**

1. Can the camp operator provide access to the camp at any reasonable time upon request from the department for the purpose of inspection?  
Yes ☐ No ☐
2. Does the camp operator/owner maintain a roster of camp occupants that is available for inspection?  
Yes ☐ No ☐

**Camp Site:**

1. Is the camp site adequately drained to prevent flooding, standing water, or other conditions that support mosquitoes or other pests?  
Yes ☐ No ☐
2. Is the camp site located more than 200 feet from swamps, pools, sinkholes, or other standing water?  
Yes ☐ No ☐
3. Is the camp site free of offensive odors, flies, noise, traffic, or rodents?  
Yes ☐ No ☐
4. Is the camp site maintained in a clean and sanitary condition free from rubbish, debris, wastepaper, garbage, and other refuse?  
Yes ☐ No ☐
5. Does the camp site provide for reasonable access to recreation?  
Yes ☐ No ☐

**Shelter:**

1. Is the dwelling for occupants structurally sound and does it provide reasonable protection?  
Yes ☐ No ☐
2. Does the dwelling have a minimum of a seven foot ceiling in at least half of the floor area in each living unit?  
Yes ☐ No ☐
3. In rooms where people cook, live, and sleep is there a minimum of 60 square feet per occupant?  
Yes ☐ No ☐ N/A ☐
4. In family units or dormitories is there at least 50 square feet of floor space per occupant for sleeping purposes only?  
Yes ☐ No ☐ N/A ☐
5. When bunk beds are used is there at least 40 square feet of floor space per occupant for sleeping purposes only?  
Yes ☐ No ☐ N/A ☐

6. Are sleeping facilities provided for each person (e.g. comfortable beds, cots, or bunks with clean mattresses)? (Triple deck bunks are prohibited)  
Yes ☐ No ☐
7. When bunk beds are used is there at least 27" between the bottom and top beds, and at least 36" between the ceiling and top bed?  
Yes ☐ No ☐ N/A ☐
8. Are floors constructed of wood, concrete, asphalt, or other comparable material?  
Yes ☐ No ☐
9. Are wood floors smooth, tightly constructed, and elevated at least one foot above ground level?  
Yes ☐ No ☐ N/A ☐
10. Are windows and doors collectively equal to at least one-tenth of the floor area in size?  
Yes ☐ No ☐
11. Are windows in each room constructed so that at least one-half of the window can be opened for ventilation?  
Yes ☐ No ☐
12. Are exterior openings (screen doors, windows, etc.) effectively screened to keep out insects?  
Yes ☐ No ☐
13. If the camp is operated during the heating season (September 15 through June 1), is artificial heat provided to maintain a room temperature of at least 70 degrees?  
Yes ☐ No ☐ N/A ☐
14. Are combustible heating sources (wood stoves, gas furnace, etc.) vented to the outside air or chimney to prevent the release of combustion gases indoors?  
Yes ☐ No ☐
15. In a room with wood or combustible flooring that uses a stove for heating, is there metal sheeting or other fire-resistant material underneath the stove?  
Yes ☐ No ☐ N/A ☐
16. Are working fire detectors with fresh batteries or fire detectors that are hard wired present in every common area and bedroom?  
Yes ☐ No ☐
17. Are working carbon monoxide detectors with fresh batteries or carbon monoxide detectors that are hard wired present in each level of the dwelling?  
Yes ☐ No ☐
18. Are hot plates (for cooking) prohibited in bedrooms and areas other than the kitchen/dining area?  
Yes ☐ No ☐

**Water supply:**

1. Is the water supply adequate for drinking, cooking, bathing, and laundry purposes?  
Yes ☐ No ☐
2. If a private water well is used, does it have a tight fitting cap and is it constructed in a way to prevent contamination?  
Yes ☐ No ☐ N/A ☐
3. If a private well water is used, has the well water been tested to determine if the water has safe levels of bacteria and nitrates?  
Yes ☐ No ☐ N/A ☐

**Toilet facilities/sewage disposal facilities:**

1. Are toilet facilities located so that inhabitants do not have to pass through a bedroom to access them?  
Yes ☐ No ☐
2. Do toilet rooms have a window at least six square feet in size that opens to the outside, or is the room equipped with a working exhaust vent?  
Yes ☐ No ☐
3. Is there a toilet room located within 200 feet of each sleeping room?  
Yes ☐ No ☐ N/A ☐ (privy is used)
4. If a privy is used, is it located more than 100 feet from any sleeping room, dining room, lunch area, or kitchen?  
Yes ☐ No ☐ N/A ☐
5. Are separate toilet facilities provided for men and women; and are the facilities clearly marked by signs in English and the language of persons occupying the camp?  
Yes ☐ No ☐ N/A ☐
6. Is there a minimum of one toilet unit for every fifteen persons, or fraction thereof, for each sex?  
Yes ☐ No ☐
7. Are hand washing facilities with hot and cold water, soap, and paper towels immediately available within or adjacent to the toilet facilities?  
Yes ☐ No ☐
8. For men's facilities, are urinals no more than 1/3 of the total number of toilet units?  
Yes ☐ No ☐ N/A ☐
8. Are the toilet facilities maintained in a clean condition and adequately supplied with toilet paper?  
Yes ☐ No ☐
9. Are all sewer lines and floor drains connected to an approved sewer?  
Yes ☐ No ☐

**Laundry, hand washing, and bathing facilities:**

1. Is one hand wash basin provided for each family unit or for every fifteen individuals or fraction thereof?  
Yes ☐ No ☐
2. Is one shower head provided for every fifteen individuals or fraction thereof?  
Yes ☐ No ☐
3. Is one laundry tub or wash machine provided for every 25 individuals or fraction thereof?  
Yes ☐ No ☐
4. Are floors finished in a non-slip finish and impervious to moisture?  
Yes ☐ No ☐
5. Is hot and cold running water provided?  
Yes ☐ No ☐
6. If laundry or bathing facilities are in a separate service building, is the building capable of maintaining a room temperature of 70 degrees Fahrenheit, if used during the heating season (Sept 15 – June 1)?  
Yes ☐ No ☐ N/A ☐
7. Are facilities for drying clothes provided? (dryer, clothes line, etc.)  
Yes ☐ No ☐

**Lighting/Electrical:**

1. Are all housing quarters and service buildings provided with electric service?  
Yes ☐ No ☐
2. Do all rooms and hallways contain ceiling or wall-type light fixtures?  
Yes ☐ No ☐
3. Is all wiring in safe working order so as not present a fire or shock hazard?  
Yes ☐ No ☐

**Refuse disposal:**

1. Are durable, fly-tight, clean refuse containers (20 gallons or larger) provided for each housing unit at a ratio of one per fifteen individuals or fraction thereof?  
Yes ☐ No ☐
2. Is refuse collected frequently enough to prevent the build up of refuse on camp premises?  
Yes ☐ No ☐
3. Is refuse disposed of through a licensed hauler or through means in accordance with state and local laws?  
Yes ☐ No ☐

**Kitchens & dining halls:**

1. Is each kitchen/cooking facility provided with one gas or electric stove for cooking?  
Yes ☐ No ☐
2. Is the dining area maintained in a clean and sanitary condition?  
Yes ☐ No ☐
3. Is refrigeration capable of keeping food at or below 41 degrees Fahrenheit provided for perishable foods in every kitchen or location where food is prepared?  
Yes ☐ No ☐
4. Is the dining area equipped with tables and seating?  
Yes ☐ No ☐
5. Are persons with communicable or venereal disease prevented from working in food preparation or service?  
Yes ☐ No ☐
6. Is hot and cold running water provided?  
Yes ☐ No ☐

**Insect and rodent control:**

1. Are measures in place to control rats, mice, flies, mosquitoes, bedbugs, and all other insects or rodents within the camp premises?  
Yes ☐ No ☐
2. Are pesticides and pest control equipment stored and used in a safe manner?  
Yes ☐ No ☐

**Safety and fire prevention:**

1. Are non-household flammable, or volatile, liquids and materials stored away from residential buildings?  
Yes ☐ No ☐

2. Are first aid kits available for residents at a ratio of one kit per fifty individuals?  
Yes ☐ No ☐
3. Are fire-extinguishers (in working order) provided within 100 feet of all living spaces and at a ratio of at least one extinguisher per 1000 square feet of floor space or fraction thereof?  
Yes ☐ No ☐
4. Are adult occupants instructed in fire prevention and in the proper use of fire extinguishers?  
Yes ☐ No ☐
5. Are agricultural pesticides and toxic chemicals stored away from the housing area?  
Yes ☐ No ☐
6. Is there at least two routes of escape from the first floor of all occupied buildings in case of a fire?  
Yes ☐ No ☐
7. If there are floors above the first floor that are used for sleeping or common areas (dining, living room, etc.), is there an outside escape ladder or a second stairway for escape in case of a fire?  
Yes ☐ No ☐ N/A ☐

**Communicable diseases:**

1. Does the camp operator have contact information for the local board of health and the Iowa Department of Public Health to report the name and address of a camp member with a known or suspected communicable disease?  
Yes ☐ No ☐

**Local Housing Codes:**

1. Has the camp operator verified compliance with appropriate local housing codes?  
Yes ☐ No ☐

**Camp Diagram:**

1. Attach to this application a diagram of the camp buildings. A separate page shall be used for each floor of each building. The diagram must at a minimum include the following:
  - identification of each building
  - identification and use of every room
  - room dimensions
  - location and identification of beds/cots/bunks
  - location and identification of toilets/urinals
  - location and identification of sinks/wash basins
  - location and identification of showers
  - location and identification of laundry tub/machines
  - fire escape routes

**Certification:**

I certify that I have carefully read the questions on this application and have answered them completely and truthfully. I declare under penalty of perjury<sup>1</sup> that my answers and all other information and statements submitted by me in this application process are true and correct. If it is determined at any time that I have provided misleading or false information on or in support of this application I understand that my application may be denied or that my permit may be revoked. I further understand that I may be subject to criminal prosecution for providing false or misleading answers or information on or in support of this application.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: An application with original signature must be submitted to the address listed at the top of page one. Faxes and/or copies of this application will not be accepted.

<sup>1</sup> A person who knowingly makes a false statement under penalty of perjury commits a class "D" felony (Iowa Code 720.2) A person convicted of a class "D" felony shall be confined for no more than five years, and in addition shall be sentenced to a fine of at least seven hundred fifty dollars but not more than seven thousand five hundred dollars. (Iowa Code 920.9(5))